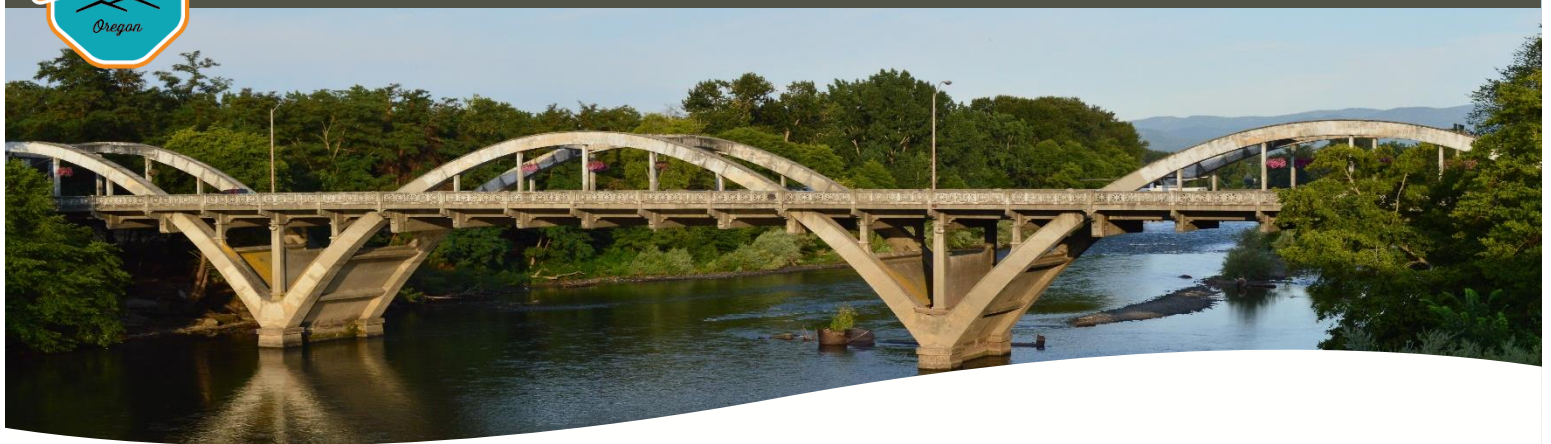




CITY OF GRANTS PASS - JOB OPPORTUNITY OFFICE ASSISTANT (PART-TIME)

HOURLY SALARY RANGE: \$16.60 - \$22.29



WORKING FOR THE CITY | We are a High Performance Organization that has well-defined Mission, Vision and Values which provides the framework for our organizational culture. We believe that the best solutions come from empowered teams with the knowledge and shared vision of the community's goals. We promote a legacy of excellence through a culture of trust, collaboration, and encouragement of personal growth and the celebration of our achievements. We seek to attract adaptable, creative and motivated individuals who share our community pride and dedication to exceptional public service.

POSITION SUMMARY | The Office Assistant will support the Recreation Program Coordinator with:

- General office duties
- Customer service
- Filing, copying, and basic data entry
- Information gathering
- Scheduling
- Tracking various records

This position will work 20 hours per week from 10:00 a.m. to 2:00 p.m., Monday through Friday.

MINIMUM JOB REQUIREMENTS | A High School Diploma or equivalent and two years of general office experience including customer service experience are required; or an equivalent combination of education and experience to successfully perform the essential duties of the job.

LICENSING REQUIREMENTS |

- Oregon Driver's License – Class C
- Certification of 40 words per minute at 95% accuracy keyboarding skills

Questions on this recruitment can be directed to:

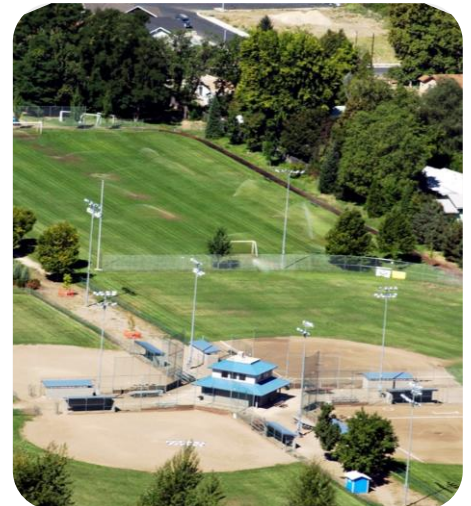
humanresources@grantspassoregon.gov

Application deadline:

**April 8, 2022
At 5:00 p.m.**

APPLY ONLINE TODAY

www.grantspassoregon.gov



City of Grants Pass Human Resources
101 NW A Street
Grants Pass, Oregon 97526
541-450-6050

VISIT US AT WWW.GRANTSPASSOREGON.GOV